

## **Faculty Professional Development Committee**

February 5, 2019

Virginia Beach BCTE

3 p.m.

ATTENDED: Tom Geary, Vy Calhoun, Jenefer Snyder, David Wright, John Morea, Libby Watts (Google Hangouts), Rhonda Goudy (Google Hangouts), Tiffany Putman (Google Hangouts).

ABSENT: Cheryl Nabati, Dianne Stanbach, Jeanne Hopkins.

GUESTS: Monica McFerrin, Jaedda Hall.

I. Call to order at 3:06 p.m.

II. Approval of minutes from Jan. 15, 2019

- Page 2, Item C will be updated to reflect that "Invite only first" means presenters who are invited to speak at the event will be invited as opposed to an open call for presentations.
- Page 2, Item D will be updated from "can up the limit" to "can increase storage space." Arc storage does not count against the storage.
- Page 4, Item B will be updated from "want the even" to "want the event"
- Page 4, Item B will be updated that Learning Institute dates have been chosen as May 14-15.
- Minutes approved as amended.

III. Old business

A. New Faculty & Adjunct Academy reports

- There is no Adjunct Academy report. John Morea met with Dr. McCray, who does not want to make any major changes to the academy and would like to see it return.
- The year 1 cohort meeting for New Faculty Academy was shifted to a hybrid meeting due to attendance concerns.
- The NFA year 1 cohort will attend a governance committee meeting and share a summary of that meeting. They will also be annotating a syllabus to make changes for next semester.
- The NFA meets again on Feb. 22 to discuss instructional delivery.
- The year 2 NFA cohort meets this upcoming Friday to discuss remaining requirements. They will have to attend at least one governance committee and share a summary of the meeting, to present at the STEM Promise Event/Faculty Development Day, Regional Center for Teaching Excellence event, a Pathways event, and/or the year 1 New Faculty Academy cohort. They will annotate and revise an assignment to make instructional improvements. They will also apply for CPDF funding for a professional membership, travel, or tuition and follow through with Chrome River travel system.

B. PAPC updates

- The FPDC chair shares updates from the Jan. 18 meeting of the PAPC. That meeting did not have quorum, but Kim Bovee attended and provided updates on the strategic planning scanning process.

- Tom Geary did not attend the January Board Meeting but Stacey Deputy did and the topics discussed included: the apprenticeship program, declining enrollments, and pell grants.
- The Best Practices Subcommittee shared annotations of research on strategic planning. That information will be e-mailed to the FPDC to maximize its visibility.
- Kim Bovee discussed the Academic Council and the general topics it has discussed so far this year.

#### C. FPDC Mid-Year Report on meeting charges

- The FPDC chair shared the official committee mid-year report, which has been posted to the committee web site.
- There will be updates to the data from John Morea. "123 attendees" were registered but only 105 completed it. "50 on demand training" is now 112. The response rate of students to course evaluations is 16%; that data was incorrect in its original form.

#### D. Canvas training updates

- Canvas will not delete courses after a semester ends. An instructor will need to select courses no longer offered to be deleted from an archive.
- An electronic copy was sent regarding spring semester Canvas workshops.
- Shells for summer courses will be available in two weeks.
- The semester schedule has a lot of Saturday meetings to make sure faculty can attend.
- Iris Wang has provided a lot of workshops in Portsmouth, so fewer are being offered in the schedule for now; however, more Portsmouth workshops can be added if needed.
- Class Climate integration is in Canvas now. The VCCS approved it as an LTI, so now TCC is ensuring it works well before it goes live.
- The most common concern so far is about class storage.

#### E. Faculty Development Day planning / STEM event

- Tom Geary recaps an e-mail from Jaedda Hall that Dr. Underwood of ODU has best availability as of now on Thurs. Mar. 21 and Mar. 28. Those dates are a concern since it might not get full faculty availability, so Jaedda Hall is reaching out to confirm whether Underwood is available in late April on a Friday.
- TCC has been hit with OCR complaints. Two have been worked through but one has resulted in a recommendation. The VCCS Civil Rights review and two Department of Justice reviews have been conducted, so TCC could offer more training on diversity and inclusion. This makes Dr. Underwood's keynote talk all the more important.
- Dr. Underwood has not replied yet about availability for a late April meeting on a Friday.
- The STEM event could be recorded and password protected through TCC's intranet.
- If the event is poorly attended, it could be moved to a Batten Center and broadcast to the other Batten Centers.
- The event could be held at the ATC Theater or a Batten Center. Norfolk Student Center's 5th floor has technology implemented already. Virginia Beach's faculty ratio is highest, so it might result in a better attendance.
- Dr. Underwood's presentation will tentatively be 2.5 hours with breakout sessions, but it is negotiable.

#### F. Learning Institute planning

- The Learning Institute Planning Committee met on Feb. 4.
- The Learning Institute was reserved for May 14-15 in Portsmouth. The rooms are 122, 124, and 126 (the flex space). Steve Litherland is confirming that the library 2nd floor computer lab can be used for computer work.
- The central theme for the Learning Institute will be faculty advising.
- Tom Geary shares that the breakout sessions will be one hour a piece so that five sessions can held on day one. Day two might be a half day, but it will be focused on transfer and faculty projects like credentialing and learning outcomes.
- Patricia Parker of the VCCS and Transfer VA is being invited to speak on day two.
- Kelly Miller of EAB Navigate is also being invited as a speaker.
- Dr. Karen Sanzo of ODU is being considered as a speaker as she can look at what we've put together and advise us on continual assessment and improvement.
- Potential learning outcomes include policies, procedures, legal issues of advisers (FERPA, substitutions and waivers, graduation requirements, SDV policy), student success factors and adviser referrals (FACA, resources for international students, military students, resources for struggling students), beyond graduation (transfer, agreements, where located, MOU vs. articulation), career advising (resources for preparation), and SIS and advising (how to run it, how to read it, how to interpret it).

#### IV. New Business

##### A. By-laws updates

- The committee discussed changes to the 2018 approved by-laws to reflect the loss of the Faculty Professional Development team. References to the Associate Vice President of Professional Development and the Faculty Professional Development team were cut throughout the minutes, which will be added to next month's agenda for a vote.
- Section II-E was cut: "Provide faculty input and support to the Faculty Professional Development Managers, as well as to the Associate Vice President for Faculty Professional Development."
- Section II-F was modified to read "Provide faculty input and recommend resource support for professional development."
- Section III-A was modified to cut "A Faculty Professional Development team member will be appointed by the Associate Vice President for Faculty Professional Development."
- Section III-Committee Membership was modified to cut #14 ("1 representative of the Faculty Professional Development team") and modify #16 to cut "the Associate Vice President for Faculty Professional Development."
- Section VI-A-5 was modified from "the Associate Vice President for Faculty Professional Development" to "Chair."
- Consideration of membership by pathways was discussed as some pathways are quite small in comparison to others. Several pathways have remained vacant throughout 2018-19, and having 1-2 members per pathway could help ensure the committee is robust.

##### B. Batten Fellow

- The Batten Fellow began in 2006. Steven Jones of the Education Foundation is the point of contact. He couldn't let us know how much money is available until the end of the

academic year. \$650,000 was awarded from Batten, \$350,000 was immediately to spaces and managers. The remainder was to fund Batten Fellows with a competitive process to select them. It would be an endowment of sorts.

- Whether we could award more than one fellow is not known. We are also not quite sure about whether it is available in perpetuity. We're also investigating historical information.
- These would be full-time faculty working part time in the centers.
- The fellow would be based on innovation related to teaching and learning with technology.
- Faculty advising would be a great way to be connected. This faculty member would be keenly aware of the process and able to answer questions on how to advise students. He/she would not be focused only on this but it could be a major benefit as we transition into it.
- Another parameter could be improving online teaching.

#### C. Incentives for adjuncts to attend PD events

- Concerns have arisen among committee members regarding how to incentivize adjuncts to join in professional development events.
- Additional professional development funds being available to adjuncts who participate in events is discussed.
- Adjunct education credits were discussed as another option. The Virginia Learning Center was previously used. It is still being used for Canvas to print certificates.
- The adjunct faculty evaluation process was discussed. There are no updates recently regarding implementation, but there should be something coming forward. That committee last met in October and it went to CFAC. The evaluation work is not complete and there have been no updates since November.
- Significant concerns were raised regarding access for adjuncts to professional development events, especially as many are during day hours when adjuncts have other jobs or are unavailable.

#### V. Next meeting

A. Tuesday, March 5, 2019

3 – 5 p.m.

Virginia Beach BCTE

#### VI. Adjournment at 4:53 p.m.